

TENANT IMPROVEMENT REMODEL/ALTERATION

Submittal requirements

Building Division

Effective: May 25, 2007
Revised: January 20, 2011

(3 sets) of plans should include:

1. Existing floor plan.
 2. Proposed floor plan showing:
 - a. New, relocated, and/or deleted walls, doors, etc.
 - b. Door and other opening dimensions.
 - c. Electrical changes including:
 - Receptacle outlet locations and light fixture location.
 - Location of switches for lighting control.
 - d. Plumbing changes including:
 - Location and type of new fixtures.
 - Water heater location (if above the ceiling, a permanent ladder is required) and fuel type.
 - Restaurants, automobile repair, car wash, laundries, etc. Provide size, type and location of interceptors along with sizing calculations.
 - e. Mechanical system changes including:
 - HVAC units, location, ducts, diffusers, etc.
 - Thermostat type (e.g., setback) information.
- (2 sets) Title 24 Energy documentation for lighting, mechanical, and envelope changes.

1 – Permit Submittal Form with Plan Check Fee

Please note:

1. The codes that should be referenced on the title-sheet of drawings as governing the design of the tenant improvement are the:

APPLICABLE CODES AS OF JANUARY 1, 2011

- 2010 California Building Code (CBC)
 - 2010 California Plumbing Code (CPC)
 - 2010 California Mechanical Code (CMC)
 - 2010 California Electrical Code (CEC)
 - 2010 California Energy Code (Title 24)
 - Brentwood Municipal Code
1. The Construction Type of the shell buildings is Type V-B in the 2007 California Building Code.
 2. Since Brentwood is in Seismic Design Category D, the drawings must show how suspended ceilings meet the design requirements of Section 13.5.6.2.2 of ASCE 7-05 in order to comply with CBC 1631.1.
 3. The statement of special inspection required by CBC 1704.1.1 must be on the drawings and must include the suspended ceiling and its anchorage as a special inspection item as required by CBC 1705.3, Item 4.3.
 4. CPC 402.4 requires a self-closing or self-closing metering lavatory faucet in restrooms available to the public and must be noted on the drawings.



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Additional Submittals and Approvals Required

PLANNING DIVISION - (925) 516-5405 (Separate submittal required)

- Design Review /Conditional Use Permit /Sign Review

POLICE DEPARTMENT - (925) 809-7713 Lt. Ben Tolero (Separate submittal required)

- Security Plan / 24 hr. contact info for Contractor
- Photometrics

PUBLIC WORKS

- Complete Waste Water Treatment Survey – Contact David McGee (925) 516-5405
- Construction & Demo Recycling Form/Trash Enclosure Specification- Contact Gary Parenti (925) 516-6093
- Cross Connection/Back Flow - Contact Abel Ordaz (925) 516-6024

FIRE DISTRICT - (925) 941-3300, 2010 Geary Rd., Pleasant Hill, CA (Separate submittal required - FEES REQUIRED)

- Site Review/ Shell Review/Tenant Improvement Review/Fire Sprinklers

HEALTH DEPARTMENT - (925) 692-2500, 2120 Diamond Blvd. #200, Concord, CA (Separate submittal required)

- Restaurants/package foods

If the project valuation is greater than \$75,000, completion of the Brentwood Construction and Demolition Debris Recycling Ordinance Waste Management Plan (WMP) form will be required.

Please note: A licensed contractor will be required to obtain a City of Brentwood Business License and pull the Building permit. Business License questions (925) 516-5480.